

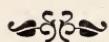
**CONSTITUTION**  
*and*  
**CANONS**



DIOCESE OF  
NORTH CAROLINA  
1965



**CONSTITUTION AND CANONS**  
OF THE  
**Diocese of North Carolina**  
OF THE  
PROTESTANT EPISCOPAL CHURCH  
IN THE  
United States of America  
TOGETHER WITH THE  
**Rules of Order**



PUBLISHED BY ORDER OF THE CONVENTION  
**1965**

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# Constitution

## ARTICLE I

The Church in the Diocese of North Carolina accedes to and adopts the Constitution of the Protestant Episcopal Church in the United States of America, as set forth in General Convention thereof, and acknowledges its authority accordingly.

## ARTICLE II

SECTION 1. There shall be an Annual Convention of the Church in this Diocese at such time and place as may be determined by the next preceding Convention, or, in the event of no such determination, then at such time and place as may be fixed by the Ecclesiastical Authority and the Standing Committee.

SEC. 2. But the time and place of such meeting may be changed, or special Conventions called, by the Ecclesiastical Authority of the Diocese, subject, nevertheless, to such canonical provisions as may hereafter be made.

SEC. 3 *Provided*, That no special Convention shall be called without at least sixty (60) days' written notice mailed to every clergyman canonically resident in the diocese, to the senior warden of every parish, and to the warden of every organized mission. Such notice shall specify the purpose for which said special Convention is called. No other matter shall be acted upon except by unanimous consent.

## ARTICLE III

SECTION 1. The Convention shall be composed of the two orders, Clerical and Lay.

SEC. 2. The Bishop of the Diocese, or in his absence, the Bishop Coadjutor, or any Bishop in charge, as representing the Ecclesiastical Authority, shall, in the order named above, if present, preside at all meetings of the Convention and shall appoint all Committees unless it be otherwise ordered.

SEC. 3. Every Clergyman of the Church having been canonically connected with the Diocese, as well as having resided therein, for six calendar months before any meeting of the Convention, either as a Clergyman or as a *Candidate for Orders*, shall be entitled to a seat and vote in the same: *Provided*, That the restriction of residence as

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above required, shall not apply to professors, tutors or students in any recognized theological seminary of this church, or in any university or college maintained and governed in part by the Diocese, or to any officers or members of the staff of the Executive Council, or to Chaplains in the Armed Forces of the United States.

SEC. 4. Each regularly organized Parish in union with the Convention shall be entitled to be represented at its sessions by one or more delegates, not exceeding four, to be chosen by the Vestry from among the male communicants of said Parish: And each Vestry shall be entitled to elect, in addition, four alternate delegates, subject to the same qualifications, who shall be authorized, in the order of their election, to fill any vacancy that may occur in the delegation originally chosen: *Provided*, that no person, clerical or lay, under Ecclesiastical censure, publicly declared by a competent tribunal, shall be admissible to seat in the Convention: *Provided, further*, that no person shall be allowed to represent more than one Parish in the same Convention.

SEC. 5. When an Organized Mission desires to be admitted into union with the Convention, it shall follow the same procedure, so far as applicable, as that prescribed for the admission of a Parish.

SEC. 6. Each regularly Organized Mission in union with the Convention, and having not less than twenty adult communicants, shall be entitled to be represented at the sessions of the Convention by one delegate, to be elected by the congregation from among the adult male communicants of the Mission, subject to the conditions and limitations of section 4.

SEC. 7. If any Parish or Mission shall neglect or decline to appoint delegates, or if any of those appointed shall neglect or be prevented from attending, such Parish or Mission shall, nevertheless, be bound by the acts of the Convention.

#### ARTICLE IV

SECTION 1. The Convention shall be the sole judge of the election of its own members. It shall have power to adopt rules of order for its own government, elect officers and raise funds, and shall also have such other legislative powers as may be necessary and proper for the well-being of the Diocese.

SEC. 2. The Convention shall have no power to pass any Canon infringing the Episcopal Authority, or affecting the spiritual condition of the Diocese, against the express dissent of the Bishop: *Provided*, that said dissent shall be expressed at that or the ensuing Annual Convention.

SEC. 3. But this shall not prevent the Convention from offering, independently of the Bishop, resolutions of advice or inquiry, or from any proceedings necessary for the purpose of impeachment.

## ARTICLE V

To constitute a quorum, the presence of one third of all the Clergy entitled to vote, and of one or more delegates from twenty parishes entitled to representation in the Convention, shall be necessary. Any less number shall be competent to receive reports and to recess or adjourn.

## ARTICLE VI

SECTION 1. Upon any question before the Convention, when it may be required by any Clerical member, or by the delegation present of any one Parish, the two orders shall vote separately. And in all cases of a vote by orders, each Clerical member shall be entitled to one vote, and each Parish shall also be entitled to one vote, and each regularly Organized Mission shall be entitled to one-fourth vote, and a concurrence of majorities of both orders shall be necessary to a decision. When no such division is called for, each member of the Convention shall be entitled to one vote.

SEC. 2. All elections shall be by ballot, unless otherwise unanimously ordered.

## ARTICLE VII

SECTION 1. The Convention shall annually elect a Secretary, who shall hold office until the next Annual Convention, or until his successor is elected and qualified.

SEC. 2. Should a vacancy occur in the office of Secretary, by death or otherwise, the unexpired term shall be filled by appointment by the Ecclesiastical Authority.

SEC. 3. The Secretary shall perform the duties prescribed by Canon, and such other services as may be required by the Ecclesiastical Authority.

SEC. 4. The Treasurer of the Diocese shall be annually elected by the Diocesan Council, upon the recommendation of the Ecclesiastical Authority, and shall have such powers and perform such duties as may be prescribed by Canon, or required by the Ecclesiastical Authority.

SEC. 5. The Secretary and the Treasurer shall be eligible to hold other offices in the Diocese either by election or appointment.

## ARTICLE VIII

SECTION 1. The Standing Committee or Council of Advice to the Bishop, shall consist of five Clergymen of the Diocese and four laymen who are communicants. The term of office shall be for three years, with three members being elected at each annual Convention. No member of the Standing Committee shall be eligible for re-election until one year shall have elapsed following the expiration of his term of office.

SEC. 2. The Committee shall have power to fill any vacancy that may occur in its own body between the annual meetings of the Convention.

SEC. 3. When there is no Bishop, the Standing Committee shall be the Ecclesiastical Authority of the Diocese, and as such may invite the temporary services of other Bishops, and, for due cause, may change the time or place of the annual meetings of the Convention. It may also summon special Conventions when there is no Bishop, and shall do so upon the call of one-third of the Clergy of the Diocese, or of one-third of the Parishes in union with the Convention, as appearing upon the lists of the Journal last before published. And although there be a Bishop, the Standing Committee shall have power to call special Conventions for the purpose of proceedings relative to his impeachment, and shall do so upon a similar requisition by the Clergy or Laity.

## ARTICLE IX

SECTION 1. Any sixty or more adult communicants of the Protestant Episcopal Church in the United States may organize themselves into a Parish, and be received into union with the Convention, by taking such steps as may be provided for by Canon. And the Ecclesiastical Authority of the Diocese may organize Missions in such manner as shall be provided by Canon, in any part of the Diocese not included within the limits of an organized Parish in union with the Convention.

SEC. 2. Provided, that it shall always be competent to the Ecclesiastical Authority of the Diocese, with the consent in writing of the Rector of any Parish, a copy of which consent shall be filed with the Secretary of the Diocese, to organize a mission within the limits of said Parish, whose ministers shall be independent of the Rector and responsible only to the Ecclesiastical Authority aforesaid. Provided, furthermore, if the consent of the Rector be denied, an appeal may be taken to the Bishop, whose decision, if by the advice and consent of the Standing Committee, shall be final.

**SEC. 3.** In all Parochial elections none shall be entitled to vote but communicants of the age of twenty-one years, members of the Parish, who shall have subscribed a declaration in the following words, viz.:

"We, the undersigned, do hereby consent to be governed by the Constitution and Canons of the Church, as set forth in General Convention, and by the Constitution and Canons of the Church in this Diocese."

**SEC. 4.** Any Parish ceasing to be represented in the Convention for two successive years, or any Parish resisting the authority of the Convention, may be suspended from the right of representation, or its connection with the Convention be dissolved, by a vote of a majority of all the clergy present and entitled to vote, and of a majority of delegates from at least twenty Parishes. But such suspension or dissolution shall never take place without previous inquiry by a committee appointed for the purpose, and a report upon the facts of the case; nor until after thirty days' notice to the Rector or Vestry, or in case there be none then to some member of the Parish in default.

**SEC. 5.** Any Parish which receives aid from the Mission funds of the Diocese and does not, for two consecutive years, pay its proportion of the salary of the minister serving it, shall be deprived of the right to vote in the Convention until such arrears be paid or remitted by the Convention.

**SEC. 6.** Any Parish or Mission which shall fail for three consecutive years to pay its assessments for the Episcopal Maintenance Fund, or shall have failed to observe the conditions of Canon XXIX, Section 6, on the Church Pension Fund, shall be deprived of the right to vote in the Convention until such arrears be paid or remitted by the Convention.

## ARTICLE X

**SECTION 1.** Any Presbyter regularly called to the charge of a Parish and entering thereupon, shall during the time of such charge, be held to be the Rector of said Parish.

**SEC. 2.** The Rector is recognized as having, by virtue of his office, the exclusive regulation, under his canonical superiors, of all the spiritual concerns of the Parish; as being entitled at all times to have access to the church building, and to open the same for the services or instruction of this Church, as he may deem proper; to call meetings of the Vestry or congregation; when present, to preside in the same, and, in case of a tie, to cast the deciding vote.

## ARTICLE XI

The Convention shall pass Canons for the trial of Clergymen.

## ARTICLE XII

When a Bishop is to be elected, the Convention shall vote by ballot and by orders; and a concurrence of a majority of all the clergy present and entitled to vote in the Convention, and of the delegates from a majority of the Parishes and Organized Missions represented in the Convention (the said delegates voting by Parishes and Missions), shall be necessary to an election. The vote of each such Organized Mission shall be counted as one-fourth vote.

## ARTICLE XIII

No new Canon, or change in an existing Canon, shall be considered or adopted, without first having been submitted to and reported on to the Convention by the Committee on Canons. Nor shall the same be adopted on the day on which proposed, except by a majority of two-thirds of those entitled to vote at such Convention.

## ARTICLE XIV

SECTION 1. This Constitution shall not be altered or amended without—

*First.* The concurrence of a majority of both orders present at one Annual Convention proposing said alteration.

*Second.* The adoption of the proposed alteration or amendment at the next ensuing Annual Convention, by a majority of all the Clergy present and entitled to vote in Convention, and of the delegates from a majority of the Parishes and Organized Missions represented in the Convention (the said delegates voting by Parishes and Missions), shall be necessary to a decision. The vote of each such Organized Mission shall be counted as one-fourth vote.

SEC. 2. *Provided,* That the consideration of the proposed amendment may always be postponed to the next Annual Convention by a vote of two-thirds of both orders present.

## ARTICLE XV

All Constitutional enactments shall take effect from and after the adjournment of the Convention at which they shall have been ratified.

# Canons

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## CANON I

### *Change of Time or Place of Meeting of Convention*

Whenever the prevalence of an epidemic or contagious disease or other sufficient cause shall render it necessary, the Ecclesiastical Authority of the Diocese may change the place and time of meeting of the Annual Convention.

## CANON II

### *List of Members of Convention*

**SECTION 1. *Clergy.***—It shall be the duty of the Secretary, before the opening of the Annual Convention, to apply to the Ecclesiastical Authority for a correct list of the Clergy entitled to seats. Such list shall be *prima facie* evidence of said title, and from it the Secretary shall prepare the roll for the purpose of organization.

**SEC. 2. *Laity***—The secretaries of the several Parish Vestries, and the clerks of Organized Missions, electing lay delegates to the Convention, shall furnish three certificates of said election, whereof one shall be handed to the delegates-elect, one shall be forwarded to the Secretary of the Convention, and one to the minister of the Parish where the Convention is to be held, the latter two to be mailed at least eight weeks before the time appointed for the opening of the session. From these certificates the Secretary shall prepare a list of lay delegates, a copy to be furnished to the Bishop at least three (3) weeks before the date of the Convention, to be called at the opening of the Convention; nor shall he insert any name upon the roll without the evidence of one of said certificates or an amended certificate signed by the Rector or Secretary of the Vestry of the Parish, or Priest in Charge or Clerk of the Organized Mission, submitted to the Secretary of the Convention not later than one hour prior to the opening Session of the Convention, unless specially directed to do so by the Convention. Defective or doubtful certificates shall be laid aside to be acted upon after the Convention shall have organized. No other names shall be added to the roll of the Convention unless approved by vote of the Convention upon the recommendation of the Committee on Credentials and Elections.

### CANON III

At each Convention divine service shall be held and The Holy Communion celebrated.

### CANON IV

#### *Rules of Order*

The Convention shall adopt Rules of Order, which shall continue in force until altered.

### CANON V

#### *Chairman of the Convention*

In the absence of the Bishop of the Diocese and of any other Bishop qualified by the Provisions of the Constitution to preside, the President of the Standing Committee, as representing the Ecclesiastical Authority, shall act as Chairman of the Convention, unless the Convention itself shall otherwise provide.

### CANON VI

#### *Secretary*

SECTION 1. The Secretary shall issue the prescribed notices of the annual meetings of the Convention, and in case of special meetings of the same, or of a change in the time or place of the regular meeting, shall, under the direction of the Ecclesiastical Authority, issue notices thereof. He shall prepare the canonical lists of the Clergy and lay delegates entitled to seats therein. In the absence of both Bishop and President of the Standing Committee, he shall call the Convention to order for the purpose of organization. He shall keep a record of its proceedings, under its direction, in a suitable book to be kept for the purpose; shall prepare and issue its journals, and shall preserve thirty copies of the Journal for the use of the members of the next ensuing Convention; shall preserve and have ready for reference all papers belonging to the same, not specially given into other hands. The Treasurer is hereby directed to pay out of the funds of the Diocese, on the written application of the Secretary, the expenses necessarily incurred by the latter, from time to time, in discharging the duties prescribed by this Canon.

SEC. 2. The notice above prescribed together with the forms for certifying lay delegates and alternates shall be given in writing by the secretary at least ninety (90) days, but not more than one hundred

and twenty (120) days, prior to the date of the convention by mail to each clergyman canonically resident in the diocese, to the senior warden of each parish, and to the warden of each organized mission.

SEC. 3. The secretary shall notify the Deans of the respective Convocations the name and address of any appointment or change of the Priest in charge of any mission and the Presbyter of any Parish within such Convocation.

## CANON VII

### *Treasurer*

The treasurer shall have custody of all current funds and moneys belonging to the Diocese, but excluding all trust and permanent funds, and shall deposit such current funds and moneys in a bank to be designated by the Diocesan Council; and the Treasurer shall hold, use and dispose of said current funds and moneys as directed so to do by those representatives of the Diocese who, under the authority of the Canons of the Diocese, are empowered to give such directions. The Treasurer shall keep a complete record and account of all his transactions, and shall make a report thereof, and of all assets of the Diocese then held by him, annually to the Convention. He shall give bond, in such amount as the Convention or the Diocesan Council may prescribe, for the faithful performance of his duties, which bond shall be approved by the Diocesan Council and deposited with the Trustees of the Diocese.

## CANON VIII

### *The Standing Committee*

The Standing Committee shall elect a President and Secretary from its own body. It shall assemble upon the call of its President whenever he may deem it necessary. He shall also summon it whenever required to do so by the Bishop, or by any three members of the Committee. In the event of a vacancy in the Episcopate, the President shall call a meeting within thirty days after knowledge of the fact. The Standing Committee shall report to the annual meetings of the Convention the transactions of the preceding year. A record of all its official acts shall be kept by its Secretary, which shall always be open to the inspection of the Bishop and of the Convention.

## CANON IX

### *Deputies to the General Convention*

At the Annual Convention held in the year preceding the calendar year in which the triennial session of the General Convention is to be held, there shall be elected four Clerical and four Lay Deputies to the said General Convention, who shall be communicants of this Church and residents in this Diocese. There shall also be elected four alternate Clerical and four alternate Lay Deputies subject to the same provisions as the Deputies above mentioned, who shall succeed to vacancies in the original deputation in the order of their election; and in this order the Secretary shall insert their names upon the Journal. Deputies elected to the General Conventions, finding themselves unable to attend, shall four weeks at least before the time of meeting give notice to the first alternate of the same order. Should said alternate be unable to attend, he shall give immediate notice to the next upon the list of the same order with himself. Should either of said alternates receive two or more of such notices, he shall, according to the circumstances, transmit said notices to one or more of the alternates who follow him, and in the order in which they come. A copy of each notice provided herein shall be given immediately to the Bishop and to the Secretary of the Diocese.

## CANON X

### *Trustees; Investment Committee; Chancellor*

SECTION 1. The Trustees of the Church in this Diocese shall consist of the Bishop, the Bishop Coadjutor (if there be one), and three male lay communicants of the Diocese elected by the Convention, provided that, when there is no Bishop or Coadjutor the President of the Standing Committee shall be a Trustee.

SEC. 2. *Real and Tangible Personal Property.* The Trustees shall in all cases not otherwise provided for, hold title to all real property and tangible personal property of the Diocese, except property the title to which is vested in a parish or corporation. The Trustees may convey, mortgage and encumber or otherwise alienate any real property or interest therein and tangible personal property held by them:

(a) If held for the benefit of any parish or corporation at the written request of the vestry of such parish or the directors or other governing body of such corporation with the written consent of the Ecclesiastical Authority of the Diocese acting with the advice of the Standing Committee;

(b) And if otherwise held, with the consent of the Ecclesiastical Authority of the Diocese acting with the advice and consent of the Standing Committee.

(c) The consent of the Ecclesiastical Authority and the request of the vestry of a parish or the directors or other governing body of a corporation shall be evidenced by the signature of the Bishop, and if there be no Bishop, by the signature of the President of the Standing Committee.

(d) It shall not be necessary for any officer, employee, or other representative of the Diocese or of any parish, mission, agency, institution or other organization of the Diocese, to obtain the concurrence or written consent of the Ecclesiastical Authority or of the Trustees for the sale, exchange, abandonment, surrender or other disposition of any tangible personal property (for example, typewriter and other office equipment, motor vehicles, general furniture and furnishings, appliances, books, etc.) acquired and used directly in the normal and routine course of the conduct of the work and program of the Church in the Diocese; excluding, however, such items of personal property as have been consecrated and all furniture, furnishings and fixtures that are peculiarly designed for use within a church.

*SEC. 3. Other Property.* The Trustees, except as hereinafter specified, shall hold title to and possession of all other property of the Diocese not specified in Section 2 hereof, including properties delivered to the Trustees in trust for the Protestant Episcopal Church in the Diocese of North Carolina, its parishes, missions, Bishops, and other clergy, organizations and agencies. The trustees shall deliver the possession of properties not specified in Section 2 hereof to and place them in the name of such bank, trust company, or nominee as the Investment Committee hereinafter constituted shall direct. The Trustees shall take the receipt of such bank or trust company or nominee for such property. The safe custody of property delivered to a nominee shall be guaranteed to the Trustees by a bank or trust company nominated by the Investment Committee.

(a) The Trustees may reclaim possession of said properties or any part thereof upon receipt of written instructions from the Investment Committee or upon receipt of a resolution of the Diocesan Council or the Convention directing such action.

*SEC. 4 Investments.* Properties belonging to the Diocese, or held in trust for its benefit, or for the benefit of any of its parishes, missions, Bishops, and other clergy, organizations and agencies, not specified in Section 2 hereof shall be invested, reinvested, sold, delivered, assigned

and transferred and otherwise managed and controlled by an Investment Committee consisting of three male communicants of the Diocese elected by the Diocesan Council, for a term of one, two and three years respectively, and thereafter one member each year for a term of three years. Any vacancy on the Investment Committee shall be filled by the Diocesan Council for the unexpired term. The Investment Committee shall supervise the management of any real property held by the Trustees for the production of income. A majority of the Investment Committee shall control its actions. The Trustees or other custodian of said properties shall take such action in respect thereof as the Investment Committee shall in writing direct.

(a) The Investment Committee is authorized to appoint and employ (and pay reasonable compensation to) such attorneys, investment counsel, and other agents as the Committee in its discretion may deem necessary or advisable in the course of the performance of its investment functions.

(b) The Investment Committee shall maintain a record of its investments, investment activities, and shall make a full report thereof, accompanied by an inventory of all invested assets under its control, annually to the Diocesan Council, with a copy to the Trustees, and to the Convention every third year, or more often if instructed to do so by the Convention. Each such report and inventory shall be published in the Journal of the Convention.

(c) The Diocesan Council shall have power and authority to determine, prescribe and designate the purposes, and to make allocations and apportionments among such purposes, for which any investment income not otherwise designated for specific purposes, shall be expended.

SEC. 5. The lay Trustees of the Church in the Diocese shall, at the first annual Diocesan Convention at which their election is in order, be elected as follows:

The one receiving the highest vote—3 year term

The one receiving the next highest vote—2 year term

The one receiving the next highest vote—1 year term

Thereafter, one such Trustee shall be elected at each Annual Diocesan Convention to serve for three (3) years. Any vacancy occurring in the office of Lay Trustee shall be filled for the period until the next Annual Diocesan Convention by the Diocesan Council, and the office for the remainder of the term, if there is any such remainder, shall be filled by the next Annual Diocesan Convention.

SEC. 6. *Records of Trustees.* The Trustees of the Diocese shall

keep a record of their actions and shall make a full report thereof annually to the Convention, which report shall be published in the Journal of the Convention.

SEC. 7. The Bishop shall nominate and the Convention confirm a person learned in the law to be Chancellor of the Diocese, whose duty it shall be to advise regarding any questions of law which may arise in the administration of Diocesan affairs. He shall be a communicant and resident of the Diocese. His term of office shall be three years, and until his successor has been chosen and confirmed. He shall be entitled, *ex officio*, to a seat in all Conventions, and to a vote, except when the vote is by orders. The Bishop may, with the advice and consent of the Chancellor, nominate and the Convention confirm one or more vice-Chancellors to assist the Chancellor in the performance of his duties, and any such vice-Chancellor shall hold office and be entitled to a seat in the Convention under the same terms and conditions and for the same period as the Chancellor.

## CANON XI

### *Salaries, Compensations, Etc.*

SECTION 1. The salary of the Bishop, the Bishop Coadjutor, or the Suffragan Bishop, shall be such as may from time to time be ordered and provided for by the Convention.

SEC. 2. A Suffragan Bishop may be permitted to perform Episcopal duty in neighboring Dioceses upon such terms as may be agreed upon by the Bishop of this Diocese and the other Bishops in whose Diocese the Suffragan Bishop performs such duty.

SEC. 3. *Officers of the Convention, etc.*—The Secretary, the Treasurer, the clerical members of the Annual Convention, and the members of the Standing Committee of the Diocese, of the Department of Finance and of the Committee on Canons, and members of the Board of Examining Chaplains in actual attendance upon the duly called meetings of the bodies to which they severally belong, shall be entitled to have their necessary expenses, incurred by such attendance, paid out of the funds of the Diocese; and the Treasurer of the Diocese is hereby directed to pay the same upon the personal application (by letter or otherwise) of said parties, accompanied by a certificate of the amount actually and necessarily expended in each instance. But no Clergyman who comes to the Convention after the first day of its session, or leaves before its adjournment, shall be entitled to the provisions of this section, without special action of the Convention.

## CANON XII

### *The Diocesan Assessment*

SECTION 1. The Diocesan Council shall, after September 1 of each year, prepare and adopt two separate tentative budgets for the ensuing fiscal (calendar) year, including therein (a) as to one budget, expenses to be incurred for the support of the Episcopate and the current expenses of the Diocese; and (b) as to the other budget, the quota apportioned to the Diocese by the Executive Council, proposed expenditures for work, programs or projects currently being administered or supported by the Diocesan Council, as well as such work, programs or projects as it may have undertaken since the last Convention and as it proposes to undertake.

In preparing such budgets, the Diocesan Council shall take into consideration its recommendations to the last preceding Convention concerning proposed new programs for the ensuing fiscal year, the action of the Convention with respect to such recommendations, the proposed budgets submitted by each department and agency of the Diocese, and any other information believed pertinent.

Subsequent to adopting the tentative budgets, the Diocesan Council shall prepare a scale of assessments to be laid upon the Parishes and Missions pursuant to the budget which provides for the support of the Episcopate and the current expenses of the Diocese, and shall apportion the quotas under the other budget among the Parishes and Missions of the Diocese in such manner as shall have been directed by the Convention or by action of the Council. The Secretary of the Council shall, not later than October 1st, send notice of such assessment and such quota, together with a copy of the two tentative budgets, to the rector, vestry and treasurer of each parish, and to the clergyman in charge of, and the officials of, each mission in the diocese.

SEC. 2. Every parish and mission shall include the amount of the assessment for the support of the Episcopate and current expenses of the Diocese in its annual budget, and one twelfth of each such assessment shall be paid to the Diocesan Treasurer monthly, on or before the 25th day of the month for which it is payable. In the event any parish or mission shall, for good reason, believe that it cannot meet its assessment or that the amount of the assessment should be altered, it shall lodge an appeal with the Diocesan Council on or before December 31 of the year prior to which the assessment shall take effect. The Diocesan Council shall provide an opportunity for such appeals to be heard prior to the meeting of the Annual Convention, and the Diocesan

Council shall have power to modify the scale of assessments on the basis of such appeals.

The Diocesan Council shall recommend the budget for the support of the Episcopate and for the current expenses of the Diocese to the annual Convention, shall report the assessments made on the parishes and missions for the support of such budget, and shall report any appeals and action taken thereon to the Convention. The Convention shall have the power to act on this budget and to make any modification in the expenditures budgeted or the assessments imposed which, in its discretion, it deems wise.

SEC. 3. Every parish and mission in the Diocese shall report to Diocesan Headquarters not later than December 31 of each year the action it proposes to take with respect to the quota apportioned to it for the support of all Diocesan programs and obligations other than the support of the Episcopate and current expenses of the Diocese, and one twelfth of the amount accepted shall be paid to the Diocesan Treasurer monthly. On the basis of such acceptances from the parishes and missions, the Diocesan Council shall recommend a final budget to the Annual Convention, showing the expenditures recommended in the tentative budget, the quota apportioned to the parishes and missions, the acceptances from each parish and mission, and the expenditures recommended on the basis of such acceptances. The Convention shall have the power to act on this budget and to make any modification which, in its discretion, it deems wise.

SEC. 4. The Diocesan Council shall have power to expend all moneys provided in each budget for the purposes therein specified, to expend any surplus received in any years over and above Diocesan and National obligations, and to amend the budget, or either of them, when in its judgment, a changed situation with respect to revenues received or obligations incurred makes a change necessary or prudent.

### CANON XIII

#### *Collections and Offerings*

SECTION 1. It shall be the duty of every Clergyman of the Diocese to take an annual offering from every congregation served by him for the Thompson Orphanage and Training Institution on Thanksgiving Day.

SEC. 2. It shall be the duty of the minister of each congregation in the Diocese to obtain, with the assistance of the laity, from every member of the same, if possible, an individual subscription, payable

weekly to the work of the Executive Council and to such missionary and benevolent objects as may be included in the Diocesan Program; and *Provided further*, that where the Budget System, or some similar system, is in use, it shall be considered that the provisions of this section are satisfied by remitting a contribution from such congregation quarterly to each of the above objects.

SEC. 3. It shall be the duty of the Treasurer of such funds in each Parish or Mission to remit promptly each month to the proper officer entitled to receive them all amounts collected as herein provided. And funds contributed for the above purposes shall not be used, even temporarily, for any purpose other than that for which they were contributed.

#### CANON XIV

##### *Permanent Episcopal, Missionary, and Unappropriated Funds*

SECTION 1. There shall be established, to aid in the support of the Episcopate, a fund to be called the Permanent Episcopal Fund, to include all sums hitherto contributed specifically to that object, or which may hereafter be contributed, whereof the principal shall remain untouched, and only the interest be applied to the support of the Episcopate.

SEC. 2. When any funds shall be contributed or collected for a Permanent Missionary Fund, the amount shall be invested and only the interest thereof shall be applied to current missionary expenses.

#### CANON XV

##### *Department of Finance, and Business Methods in Church Affairs*

In this Diocese, and all its Parishes, Missions, and Institutions, the following standard business methods shall be observed:

(1) Trust and permanent funds, and all securities of whatsoever kind, shall be deposited with a Federal or State Bank, or a Diocesan Corporation, or with some other agency approved in writing by the Department of Finance of the Diocese, under either a deed of trust, or any agency agreement, providing for at least two signatures on any order of withdrawal of such funds or securities. But this paragraph shall not apply to funds and securities refused by the depositories named as being too small for acceptance. Such small funds and securities shall be under the care of persons or corporations properly responsible for them.

(2) Records shall be made and kept of all trusts and permanent funds showing at least the following:

(a) Source and date. (b) Terms governing the use of principal and income. (c) To whom and how often reports of condition are to be made. (d) How the funds are invested.

(3) Treasurers and custodians other than banking institutions shall be adequately bonded, except Treasurers of funds that do not exceed five hundred dollars at any one time during the fiscal year.

(4) Books of account shall be so kept as to provide the basis for satisfactory accounting.

(5) The fiscal year begins January 1st.

(6) All accounts shall be audited annually by a certified or independent Public Accountant, or by such an accounting agency as shall be permitted by the Department of Finance.

(7) The expense, if there be any, of auditing the account of the Treasurer of the Diocese by a Certified Public Accountant shall be paid by the Treasurer out of the Episcopal Maintenance Fund.

(8) All buildings and their contents shall be kept adequately insured.

(9) The Department of Finance may require copies of any or all accounts described in this section to be filed with it, and shall report annually to the Convention of the Diocese upon its administration of this Canon.

## CANON XVI

### *Diocesan Council*

SECTION 1. There shall be a Diocesan Council to consist of the Bishop, the Bishop Coadjutor, and the Bishop Suffragan, if there be such; nine clergymen, and nine laymen to be elected by the Convention; three lay women to be elected by the Convention upon nomination by the Episcopal Churchwomen of the Diocese of North Carolina; and a representative of the Episcopal Laymen of the Diocese of North Carolina upon nomination thereof.

SEC. 2. The Convention shall annually elect three Clergymen and three laymen as members of the Diocesan Council, whose term of office shall be for three years, and who shall not be eligible for re-election until a period of two years shall have elapsed. The Convention shall also annually elect from among those nominated by the Episcopal Churchwomen of the Diocese of North Carolina one laywoman whose term of office shall be for three years, and also annually elect from among

those nominated by the Episcopal Laymen of the Diocese of North Carolina one layman whose term of office shall be for one year. The members elected upon nomination of the Episcopal Churchwomen and the Episcopal Laymen shall be eligible for re-election. The Negro race shall at all times be represented in both Clerical and Lay Orders. The terms of office of new members shall begin on June first, following the Convention at which such members are elected; provided, new members elected to fill a vacancy by reason of an unexpired term, shall take office upon election.

SEC. 3. Between sessions of the Annual Convention, the Diocesan Council shall conduct the affairs of the Diocese, provided that its action shall not contravene the provisions of the Constitution or Canons of the Diocese or of the General Convention, or the specific directions of the Annual Convention of the Diocese, or the powers of the Episcopal Authority, and provided further that all action taken shall be reported to the next meeting of the Annual Convention. The Diocesan Council shall assist the Bishop, and the Bishop Coadjutor if there be one, in the planning, development and administration of the work of the Church in the Diocese. It shall manage and administer the financial affairs of the Diocese not vested by Canon in other officers and agencies, and it shall fix all stipends and salaries except those fixed by the Convention. It shall perform all other duties specifically committed to it by the Convention. The Bishop shall be the executive head of the Diocesan Council.

SEC. 4. The Bishop of the Diocese shall be *ex officio* chairman, and the Bishop Coadjutor *ex officio* vice-chairman, of the Diocesan Council. The Diocesan Council shall have the power to fill vacancies in its membership until the next annual meeting of the Convention. The Diocesan Council shall annually elect a Treasurer, upon the recommendation of the Ecclesiastical Authority, a Diocesan Business Manager if deemed practical (who may be the same person as the Treasurer), and such other officers, employees and agents not otherwise provided for, as it shall deem necessary. Their duties, term of office and compensation, not otherwise provided for shall be fixed by such Diocesan Council, and any vacancies in such offices may be filled by the Ecclesiastical Authority and confirmed by the Diocesan Council. It shall make and preserve a full record of its acts, and shall have the right to adopt by-laws, rules and regulations for its government, and the government of its officials, agents, and departments.

SEC. 5. The Diocesan Council shall organize from its membership such departments as in its judgment may be necessary including a

Department of Finance and shall determine the scope of the work of each department, and provide the manner and the means by which the same shall be done. The Bishop may appoint from the members of the Diocesan Council a Chairman for each Department thereof. The Diocesan Council may elect a Chairman of any Department from beyond its membership, with the approval of the Bishop. Such a Chairman shall be entitled to a seat on the Council but shall have no vote. Each department shall have power, subject to confirmation by the Diocesan Council, to appoint additional members of its department, who shall have seats and votes in the department, but not in the Council. Each department shall elect a secretary who shall keep a record of its proceedings, and shall report in writing to each stated meeting of the Council, the work done under its direction. The Bishop and the Bishop Coadjutor shall be *ex officio* members of each department.

SEC. 6. The Diocesan Council shall prepare and present to the Annual Convention a budget for the ensuing year for all work committed to it, and for such work as it may have undertaken, or proposes to undertake. The budget shall make provision for the quota apportioned to the Diocese by the Executive Council, as well as for the support of the Episcopate and the current expenses of the Diocese. Not later than November 1st of each year the Diocesan Council shall prepare a scale of assessments and apportionments for the purpose of raising funds required for Diocesan purposes for the ensuing year, and shall immediately send a copy thereof to the Rector, Vestry and Treasurer of each Parish, and to the clergyman in charge of, and to the officials of, each Mission in the Diocese. The Diocesan Council may receive and hear appeals for the alteration of the scale of assessments, and shall have power to modify the scale for good reasons; provided that all such appeals and action taken thereon shall be reported to the Convention. Each Parish and Mission shall notify the Diocesan Council not later than January 1st of each year of its action with respect to acceptance of the quota apportioned it for support of the work of the Diocese other than support of the Episcopate and current expenses of the Diocese.

SEC. 7. The Diocesan Council shall have power to expend all moneys provided in the budget, for the purposes therein specified; and also any surplus received in any years over and above Diocesan and National obligations. Each department shall present to the Diocesan Council for its consideration and action, a statement in detail of all items it desires to have included in the budget for the ensuing

year; and all statements so presented shall be considered by the Diocesan Council, and appropriate action taken thereon before the budget for the ensuing year is made up.

SEC. 8. The Diocesan Council shall submit to each annual Convention a full report of all work done and all moneys expended under its supervision during the preceding year, incuding a report from each department established by the Council with respect to work done by such department.

SEC. 9. The Bishop and the Diocesan Council shall have responsibility for a continuing study of the long-range objectives of the Church's work in the Diocese, with particular emphasis on strategy and methods for church extension; Diocesan programs in religious education, Christian social relations, and evangelism; Diocesan responsibility for and support of educational and charitable institutions; the means for more adequate financial support for all Diocesan activities including capital facilities; and any new programs found necessary for the advancement of the Church's work in the Diocese. At each annual Convention the Diocesan Council shall submit a report setting forth its evaluation of the work and program of the Diocese, the objectives toward which it believes the Diocese must work, and its specific recommendations for objectives to be included in the program and the budget of the Diocese for the fiscal year next following that for which a budget is being adopted. The Convention may by resolution express its opinion on such objectives for the guidance of the Diocesan Council in preparing and submitting a program and a budget for the Diocese for such fiscal year.

## CANON XVII

### *Murdoch Memorial Society*

SECTION 1. The Bishop shall at this Convention\* nominate, and the Convention shall confirm or reject, two clergymen and one layman to serve for one year, and two clergymen and one layman to serve for two years;—and annually hereafter there shall be chosen in the same manner two clergymen and one layman to serve for two years. These six persons together with the Bishop, *ex officio*, shall be known as "The Francis J. Murdoch Memorial Society for the Increase of the Ministry."

SEC. 2. The Society shall choose from among its members such officers as it shall deem necessary, shall hold meetings at its own discretion, keep a record of all its activities, and report annually to the Convention in such form as in its judgment may seem best.

\*Convention—1937. Page 39.

SEC. 3. It shall have power to dispose of the income from the Francis J. Murdoch Memorial Trust in accordance with the terms of the Trust, and also of such other funds as may come into its hands for its purposes.

SEC. 4. It shall be diligent in seeking out, and if need be, aiding fit persons who desire to prepare for the ministry of the Church, or for its missionary work.

SEC. 5. Such aid shall, under all ordinary circumstances, be in the form of a loan, adequately protected by good and legal security, and with or without interest, as the Society may decide. Such loan may, at the discretion of the Society, be canceled upon the ordination of the beneficiary, and shall be canceled in the event of his death before ordination. Otherwise it shall be in full legal force and effect until paid.

SEC. 6. The members of the Society shall also serve as a Committee on Personnel; acquainting themselves with persons proposing to become candidates for the Ministry; keeping in touch with them during their preparation; counseling them as need may require; and being prepared, when so requested, to give the Bishop the benefit of their judgment regarding the fitness and suitability of such persons for the Ministry of the Church, or for the Missionary work they propose to do.

SEC. 7. Necessary expenses incurred in the discharge of their duty by members of the Society may be paid from the funds at the disposal of the Society.

## CANON XVIII

### *Reports of Mission Churches*

SECTION 1. The ministers and officers of all Missions, and of all Parishes supported wholly or in part by appropriations of Missionary funds, whether Diocesan or General, shall make reports to the Chairman of the Department of Missions and Church Extension as to their work, and the contributions of such Missions and Parishes.

SEC. 2. The Treasurer of each Mission, and of each Parish whose Minister receives a Missionary Stipend, shall report to the Chairman of the Department of Missions and Church Extension by the 15th day of December each year, the amounts subscribed, or pledged by the members of such Mission or Parish, toward the salary of the Minister thereof and for Diocesan Missions for the next calendar year. When

the amounts so pledged or subscribed by any congregation appear inadequate, or when the Treasurer has failed to make such report, the Chairman of the Department of Missions and Church Extension, either in person or by deputy, may canvass the members of such congregation for such pledges or subscriptions.

## CANON XIX

### *Clergy Liable to Missionary Duty*

SECTION 1. All Clergymen receiving aid from the missionary funds of the Diocese shall be liable to perform regular missionary duty, the sphere of which shall be fixed by the Bishop, and the amount of aid by the Bishop and the Department of Missions and Church Extension.

SEC. 2. All grants in aid of Diocesan Missions from whatever source shall be deemed appropriated for use in the fiscal year in which and for which they are made; and such grant shall create no obligation to continue the grant beyond the fiscal year for which the arrangement is made unless otherwise expressly agreed upon in writing.

## CANON XX

### *Organization of Parishes*

SECTION 1. In order to form the organization of a new Parish, the proposed congregation of the Protestant Episcopal Church in the United States, including not less than sixty adult communicants, shall—

*First.* Obtain the written consent of the Ecclesiastical Authority.

*Second.* If within the limits of some already existing Parish or Parishes, obtain and present to the Convention the written consent of the Rector or Rectors of the Parish or Parishes.

*Third.* Assume a name and elect a Vestry.

*Fourth.* Subscribe and present to the Committee on New Parishes, at least thirty days before the meeting of the Convention, a certificate in the following words, viz.: "We, the undersigned, being adults, desirous to form ourselves into a Parish of the Protestant Episcopal Church in the Diocese of North Carolina, do certify that we consent to be governed by the Constitution and Canons of the Church, as set forth in the General Convention, and in the Constitution and Canons of the Church in this Diocese; that we have assumed the name of ..... , and have elected the following persons Vestrymen ..... ; that we have the ability

and that it is our purpose to employ and support a regular minister. It is also our purpose to provide and maintain a suitable house of worship and to bear our proportion of the expenses of the Church in this Diocese. In witness whereof, we have hereunto subscribed our names, this ..... day of ....., in the year of our Lord ..... ." For the purpose of recording said subscriptions, as also for the purpose of receiving the subscriptions of subsequent voters, provided for by Article IX, Sec. 3, of the Constitution, a book shall be kept by the Vestry of each parish, and shall be present at the elections. Two or more contiguous congregations may combine to form a self-supporting parish under the foregoing provisions.

SEC. 2. Any Parish which may wish to locate or to establish a Chapel in the vicinity of another church or chapel or another Parish; or any Parish which shall deem its rights encroached upon, or its prosperity or usefulness endangered by, the proposed location in its vicinity of a church or chapel or another Parish, may ask for a determination of the matter under the good offices of the Bishop. In such case the Bishop shall call for, and appoint the time and place of, a conference of the Rectors and Vestries of the parishes in interest. But, if such conference with the advice of the Bishop shall not result in an amicable adjustment of the differences between the parties thereto, the Bishop or either of the parties in interest, may lay the matter at issue before the Standing Committee of the Diocese. After careful investigation and consideration, the Standing Committee shall render its decision, which shall be final.

SEC. 3. To maintain its status as a Parish, the congregation must meet the following standards:

- (a) It must have at least forty adult communicants.
- (b) It must maintain and control a suitable place of worship.
- (c) It must bear its proportionate share of the expenses of the Diocese and the Church according to the Canons.
- (d) It must employ and support a regular minister at a salary meeting the minimum Diocesan requirements.
- (e) It must not fail for two consecutive years to be represented at the Diocesan Convention.
- (f) It must be subject to the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and of the Diocese of North Carolina.

- (g) It must not fail in any single year to file with the Bishop or with the Secretary of the Diocese, if he be so designated as the Bishop's Agent for such purpose, a complete and correct Parochial Report as prescribed and required by the provisions of Canon XXV.

## CANON XXI

### *Vestry and Wardens*

SECTION 1. *Vestry*.—Upon the first Monday in Advent, unless some other appropriate date has been designated by the Vestry, an annual meeting of the members qualified to vote in said Parish shall be held, at which shall be elected, by a majority vote, from among the adult members of the Parish who are Communicants in good standing of the Protestant Episcopal Church, a Vestry of not less than three (3), nor more than twelve (12) persons, who shall hold office until the next annual meeting, unless otherwise provided in the Rules or By-Laws of such Parish, or until their successors are duly elected and qualified.

SEC. 2. A Parish having forty (40) or more adult members may adopt a rotating Vestry system, under which one-third ( $\frac{1}{3}$ ) of the members of the Vestry are elected to serve one year, one-third ( $\frac{1}{3}$ ) for two years, and one-third ( $\frac{1}{3}$ ) for three years, and thereafter annually elect from among its qualified members who have not served on the Vestry during the past year, one-third ( $\frac{1}{3}$ ) of said Vestry, whose term of office shall be for three years.

SEC. 3. Any Parish having one hundred (100) or more adult members qualified to be elected to its Vestry may include in its rotating Vestry system a provision that a member serving on the Vestry will not be eligible for re-election until the lapse of three (3) years from the expiration of his or her term as a member of said Vestry.

SEC. 4. In case of a vacancy on the Parish Vestry by reason of death, resignation, or otherwise, the remaining members of the Vestry are authorized to fill said vacancy for the unexpired term from among the Communicants of the Parish qualified and eligible to serve on the Vestry, and the person so elected to fill an unexpired term shall hold said office until the expiration of the term of the person whom he or she succeeds in office.

SEC. 5. *Wardens*.—Each Vestry shall annually elect a Senior and a Junior Warden, being Communicants, from among their own number, the former upon nomination by the Rector. If there be no Rector, the election shall proceed without such nomination. In case of a vacancy in the office of Warden, a successor shall be elected in the same manner.

**SEC. 6. Duties of Wardens.**—In the absence of the Rector, the Wardens shall preside in all meetings of the Vestry or congregation, in the order of their official seniority. As representatives of the Vestry, they shall (subject to its directions and in consistency with the rights of the Rector) have charge of the church building, and shall see that it be kept from all secular uses, and from all uses inconsistent with the doctrines or discipline of the Protestant Episcopal Church, and, so far as possible, in good repair, as becometh the house of God. They shall see that it be prepared for public worship, and that order be preserved during the same; that suitable books be provided for the service, vestments for the Clergy, and, when necessary, the elements for the Holy Communion.

**SEC. 7. Treasurer.**—In the absence of any other appointment, the Junior Warden shall act as Treasurer of the Parish.

**SEC. 8. Vestry Meetings in Certain Cases.**—Should the Rector refuse to call a meeting of the Vestry, when, in the opinion of the Wardens or a majority of the Vestry, such a meeting would be of importance, it shall be competent to the Wardens, or any three of the Vestry, to call one: *Provided*, that the Rector shall have notice of the same.

## CANON XXII

### *Of the Filling of Vacant Cures*

**SECTION 1.** When a Parish or Congregation becomes vacant, the Church wardens or other proper officers shall notify the fact to the Bishop. If the authorities of the Parish shall for thirty days have failed to make provision for the services, it shall be the duty of the Bishop to take such measures as he may deem expedient for the temporary maintenance of Divine services therein.

**SEC. 2.** No Rector shall be elected by any Vestry until the Clergyman who is proposed by the Vestry shall have been approved by the Ecclesiastical Authority of the Diocese.

**SEC. 3.** Written notice of the election signed by the Church Wardens shall be sent to the Ecclesiastical Authority of the Diocese. If the Ecclesiastical Authority be satisfied that the person so chosen is a duly qualified minister, and that he has accepted the office, notice shall be sent to the Secretary of the Convention, who shall so record it. And such record shall be sufficient evidence of the relation between the Minister and the Parish.

**SEC. 4.** No Assistant Minister shall be called by the Rector of a

Parish without the consent of the Vestry, and until the proposed assistant be approved by the Ecclesiastical Authority of the Diocese.

SEC. 5. In case of a vacancy in a Diocesan Organized Mission, the Bishop shall appoint the minister-in-charge for a term of not more than four years; at the end of such term the minister-in-charge may be re-appointed.

## CANON XXIII

### *Legal Powers of the Vestry*

SECTION 1. The Vestry shall be the Trustees of the Parish; shall have charge of all the secular concerns thereof; shall hold the property belonging thereto, and shall be authorized to collect, invest or disburse its funds.

SEC. 2. Before any Vestry, trustee, or other body, authorized by Civil or Canon Law, to hold, manage, or administer the real property of any Parish, Mission, Congregation or Institution, shall be authorized to sell, mortgage, or otherwise convey or encumber any real property held by it or him, in trust for such Parish, Mission, Congregation, or Institution, it or he shall obtain the written consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese. Upon obtaining such consent, the Vestry, if such real property be held by it, may authorize the Wardens of the Parish, as the officials thereof, to execute such conveyances as may be necessary or convenient for the purpose, and instruments so executed by the Wardens shall be of the same force and effect as if executed individually by the members of the Vestry. In such instruments, a recital by the Wardens of their authorization to act on behalf of the Vestry, and of the fact that the written consent of the Bishop, acting with advice and consent of the Standing Committee of the Diocese, had been obtained, shall be *prima facie* true, and, in the absence of notice or knowledge to the contrary, may be relied upon by the grantee or grantees in such instruments.

## CANON XXIV

### *Dissolution of Parishes*

SECTION 1. The Bishop and Standing Committee shall triennially make a survey of the Parishes and Missions of the Diocese. If, after any survey, they shall find that a Parish does not meet the standards set in Canon XX, Section 3, or that an Organized Mission does not meet the standards set in Canon XXVII, Section 1, they shall notify the Parish or Organized Mission that unless they meet the aforesaid

standards within one year they will be reduced by the Bishop with the advice of the Standing Committee, to the status of Organized Mission or Unorganized Mission, as the case may be. Such reduction will go into effect at the end of the year, if minimum standards are not met. Any parish or mission affected is entitled to a hearing before the Standing Committee within said year of request of that parish or mission.

SEC. 2. In case of the reduction or the dissolution of a Parish, the property belonging to the same shall vest in the Trustees of the Diocese, in trust for the interest of the Church in the said late Parish, and shall, upon the *bona fide* reorganization of said Parish, be reconveyed to the same.

## CANON XXV

### *Registration, Reports, Etc.*

SECTION 1. *Private and Parish Registers.*—It is hereby ordered that each Clergyman of this Church shall keep a register of all the baptisms, marriages, confirmations and burials solemnized by him, as well as of all the baptisms, marriages, confirmations and burials within his Parish or Cure, specifying the names of the persons in each instance; the parentage and date of birth of those baptised, with the names of their sponsors or witnesses, and the time when each rite is performed, which register shall be transcribed at least once in each month into a book to be kept for the purpose by the Vestry of the Parish. This book shall be presented to the Bishop for his inspection at every annual visitation.

SEC. 2. *Lists of Communicants, etc.*—It shall also be the duty of each Clergyman to keep a list of the communicants within his Cure, and, so far as practicable, of all the families and adult persons within the same, to remain for the use of his successor.

SEC. 3. *Letters of Transfer.*—Every clergyman shall instruct his people at least once a year in regard to the law of this Church concerning letters of transfer. When communicants remove from his Parish to that of another, he shall promptly inform the Rector thereof, and shall use all diligence that they may become promptly affiliated with the Parish to which they have removed.

SEC. 4. *Parochial Reports.*—It shall be the duty of every Clergyman in charge of a congregation or chapel in the Diocese, at the beginning of January each year, to prepare, upon the blank form furnished by the Executive Council, and approved by the General Convention Com-

mittee on the State of the Church, a report for the year ending December 31st preceding, and deliver the same in duplicate to the Bishop on or before the first day of February. The Bishop may require this report to be mailed direct to the Secretary, who shall report to the Bishop any Parish or Mission whose report has not been received by February first. The report shall include all information requested on said form, and in accordance with the provisions of Canon 5 Section 1, of the General Convention.

SEC. 5. *Printing of Reports.*—The Parochial Reports, or such parts of the same as the Bishop may deem fit, shall be printed in the Journal of the Convention.

SEC. 6. *If there be no Rector.*—In the case of a Parish without a Rector, it shall be the duty of the Vestry to make the Parochial Report required by this Canon.

SEC. 7. *Communicants to be Reported.* Every Confirmed person, resident of the Parish or Mission, who has complied with the requirements of Canon 16, Section 3, of the General Convention, shall be considered a communicant in good standing for the purpose of this Canon.

SEC. 8. It shall be the duty of every Clergyman of the Church in this Diocese, canonically resident without parochial charge, to submit annually before February 1st to the Ecclesiastical Authority, a report of his official acts during the preceding calendar year. If no official acts have been performed, a report to this effect shall be submitted.

## CANON XXVI

### *Memorials*

No memorial shall hereafter be placed in any church without the consent both of the Rector or Minister in charge and of the Vestry. No memorial heretofore placed in any church, and none hereafter placed in accordance with this Canon, shall be altered or removed without the consent both of the Rector or Minister in charge, and of the Vestry: *Provided*, that when there is no Rector or Minister in charge, the consent of the Ecclesiastical Authority of the Diocese, with that of the Vestry, shall suffice, and if there be no Vestry, the consent of the Ecclesiastical Authority, with that of the Minister in charge, must be obtained.

## CANON XXVII

### *Missions*

SECTION 1. There shall be two classifications of Missions in this Diocese, *viz.*: Unorganized, and Organized. An Unorganized Mission is a congregation with less than forty adult communicants of the Protestant Episcopal Church in the United States, recognized as a unit of the Diocese, but without lay representation in the Convention. An Organized Mission is a congregation with forty or more adult communicants of the Protestant Episcopal Church in the United States having its own officers and being in union with the Convention, with lay representation in accordance with Art. III of the Constitution of the Diocese, but not being fully self-supporting. But this shall not apply to College and Institutional Chapels.

SEC. 2. Missions may be established outside the limits of existing Parishes, by the Bishop at his discretion, on application of residents of the neighborhood. A mission so established and having forty or more adult Communicants of the Protestant Episcopal Church in the United States may, by being properly organized and making application to the Convention, be admitted into union with it, by vote of the Convention.

Missions may also be established within the limits of an already existing Parish by the Rector of such Parish with the consent of the Bishop. Missions so established shall be accounted an integral part of the Parish to which they belong until such time as they may be received by the Annual Convention as Missions in Union with the Convention, or, as Unorganized Missions of the Diocese. And every Mission so established shall, within five years of its establishment or of the enactment of this amendment, make application to the Convention of the Diocese to be received as a Mission in Union with the Convention, or, as an Unorganized Mission of the Diocese.

In cases where a Parish is supporting a Mission within the Parish, the Diocesan Council, in determining the missionary quota of that Parish, shall give due regard to the expense borne by such Parish in support of such Mission.

SEC. 3. The officers of an Organized Mission shall be a Warden, Treasurer and Clerk, two of the offices being held, if desired, by one person.

SEC. 4. The Bishop shall appoint the officers at the establishment of a Mission, and annually thereafter, except that in the case of a Mission within the boundaries of a Parish, such appointment shall be made by the Rector thereof: *Provided*, That whenever the number of

communicants in a Mission be not less than forty adults, the said communicants may elect annually the officers of the Mission; and in case they fail to do so, the Bishop or Rector may appoint.

SEC. 5. Upon the establishment of an Organized Mission, the Bishop shall promptly file with the Secretary of the Diocese a copy in writing of the appointment of the Clergyman designated as the Priest in Charge, as well as the officers appointed for such Mission, together with their respective post office addresses.

## CANON XXVIII

### *Trial of Clergymen*

SECTION 1. *The Presentment.*—Any Clergyman shall be liable to presentment and trial for false doctrine, immorality, disorderly conduct, violation of the rubrics, of the Constitution or Canons of the Church in the United States, or of the Constitution or Canons of the Church in the Diocese.

Such presentment shall be made by the Vestry of the Parish in which said Clergyman has charge, or in which he resides, or by at least three male communicants of the Diocese, of full age, or by two or more Presbyters, who shall have been canonically resident therein for one year.

But no presentment shall be made in any case of any offense alleged to have been committed more than three years before the date of the presentment: *Provided*, That if the accused be convicted of the alleged offense in a civil court, presentment may still be made within one year after said conviction.

Said presentment shall be made to the Bishop, in writing, with the names of the presenters subscribed, and shall distinctly declare, with all reasonable specification of time and circumstances, the nature of the offense or offenses with which the said Clergyman may be charged.

SEC. 2. *Public Rumor.* — But although no such presentment be made, if public rumor charge any Clergyman with the commission of any offenses above enumerated, the Bishop shall appoint two or more Presbyters to investigate the truth of such rumor; and if such investigation prove adverse to the Clergyman so charged, the said Presbyters shall make the presentment as above, according to the form and regulations there provided.

The presenters shall, in all cases, assume the responsibility of conducting the prosecution.

SEC. 3. *Service of Presentment—Constitution of Court.*—Should

the Bishop be of opinion, from the nature of the charge or charges made, that the presentment contains sufficient grounds for proceeding to trial, he shall cause a copy thereof to be forthwith sent to the accused. He shall then give notice to the Standing Committee, who thereupon shall select seven Presbyters, actually and canonically resident in the Diocese, from whom the President of the Standing Committee shall, in writing, call upon the accused to elect three. But in case the accused refuse or neglect to make such election within ten days after due notice as aforesaid, the Standing Committee shall make the said election.

The three Presbyters so elected shall constitute a court for the trial of the accused and shall have all powers necessary for the due conducting of the said trial.

SEC. 4. *Lay Assessor*.—The Bishop shall appoint a member of the legal profession, who shall also be a communicant of the Church, as Assessor to the Court, to advise the Court, if requested, upon all questions of law which may arise during the trial.

SEC. 5. *Time and Place of Trial and Notice Thereof*.—The Bishop shall appoint a time and place of trial, and shall give at least thirty days' notice of the same to the members of the Court, the Assessor, the Presenters, and the Accused; at which time and place the Witnesses also shall be notified to attend.

SEC. 6. *Assembling of Court and Record of Proceedings*. — The Court shall assemble at the time and place appointed, and shall proceed to examine fully the charges; and shall keep an accurate record of all their proceedings and of the evidence.

SEC. 7. *Nature of Evidence and How Given*.—No charge shall be considered as established, unless proven by two witnesses, or by one witness and corroborating circumstances.

Testimony may be given orally before the Court, or in writing, upon interrogatories and cross-interrogatories, to be previously filed with the Secretary or Registrar of the Court. Any one or more of the witnesses may be examined on oath or affirmation, on the requisition of either party.

SEC. 8. *Decision of the Court and the Sentence*.—An unanimous vote of the Court on one or more of the charges shall be necessary to the conviction of the accused; and if their decision be adverse to the accused they shall proceed to determine the kind and degree of punishment commensurate, in their opinion, with the offense or offenses committed. They shall transmit the records of their proceedings under their hands to the Bishop, who shall have power to affirm, modify, or

set aside said judgment, and whose decision shall be final, except that he shall have no power to increase the punishment recommended by the Court.

SEC. 9. Suspension, or any heavier sentence, shall *ipso facto*, sever the connection of the Clergyman with his Parish.

SEC. 10. *The Record to be Filed.*—The record provided for in the sixth section of the Canon, together with the Bishop's sentence endorsed, shall be preserved among the papers of the Diocese.

SEC. 11. *Notices.*—For the purpose of any notice provided for by this Canon, it shall be sufficient to serve it either personally or by leaving a copy thereof at the last place of residence of the accused.

SEC. 12. *Confession of an Offense.*—When a Clergyman shall make confession to the Bishop of the commission of any of the offenses enumerated in the first section of this Canon, the Bishop shall proceed to inflict such ecclesiastical censure, or punishment, upon the Clergyman so confessing, as he (the Bishop) shall think right.

SEC. 13. *Renunciation of False Doctrine.*—In the case of any accusation of false doctrine, a renunciation of the same, to the satisfaction of the Bishop, shall stay all further proceedings.

## CANON XXIX

### *Of the Church Pension Fund*

SECTION 1. In conformity with the legislation adopted by the General Convention of 1913, pursuant to which The Church Pension Fund was duly incorporated, and in conformity with the Canon of the General Convention, "Of The Church Pension Fund," as heretofore amended and as it may hereafter be amended, the Diocese of North Carolina hereby accepts and acknowledges The Church Pension Fund, a corporation created by Chapter 97 of the Laws of 1914 of the State of New York as subsequently amended, as the authorized and approved pension system for the clergy of the Protestant Episcopal Church in the United States of America and for their dependents, and declares its intention of supporting said Fund in accordance with its Rules.

SEC. 2. The Bishop of this Diocese shall appoint, annually, a Committee of The Church Pension Fund to consist of three laymen, for a term of one year and until their successors shall have been appointed or qualified, and the Bishop may from time to time fill by appointment any vacancies in said Committee caused by resignation, death or inability to act.

SEC. 3. The duties of said Committee shall be as follows:

- (a) To be informed of, and to inform the Clergy and Laity of this Diocese of, the pension system created by the General Convention and committed by it to the Trustees of The Church Pension Fund, in order that the ordained clergy of the Church may be assured of pension protection for themselves in the event of old age or total and permanent disability and for their widows and minor orphan children in the event of death.
- (b) To receive reports from The Church Pension Fund, from time to time, on the status of the pension assessments payable to said Fund, under its Rules and as required by Canon Law, by this Diocese and by the Parishes, Missions and other ecclesiastical organizations within this Diocese.
- (c) To make an annual report to the Convention of this Diocese on such matters relating to The Church Pension Fund as may be of interest to the said Convention. Also to make interim reports to the Diocesan Council just prior to its stated meetings.
- (d) To cooperate with The Church Pension Fund in doing all things necessary or advisable in the premises to the end that the clergy of this Diocese may be assured of the fullest pension protection by said Fund under its established Rules.

SEC. 4. It shall be the duty of this Diocese and of the Parishes, Missions and other ecclesiastical organizations therein, each through its treasurer or other proper official, to inform The Chuch Pension Fund of salaries and other compensation paid to clergymen by said Diocese, Parish, Mission and other ecclesiastical organization for services rendered, currently or in the past, prior to their becoming beneficiaries of said Fund, and changes in such salaries and other compensation as they occur; and to pay promptly to The Church Pension Fund the pension assessments required thereon under the Canon of the General Convention and in accordance with the Rules of said Fund.

SEC. 5. It shall be the duty of every clergyman canonically resident in or serving in this Diocese to inform The Church Pension Fund promptly of such facts, as dates of birth, of ordination or reception, of marriage, births of children, deaths, and changes in cures or salaries, as may be necessary for its proper administration and to cooperate with said Fund in such other ways as may be necessary in order that said Fund may discharge its obligations in accordance with the intention of the General Convention in respect thereto.

SEC. 6. Any Parish or Mission, failing for two calendar years to pay the Pension assessments in full, shall be deprived of its rights to the

floor of, and to a vote in, Convention until all such arrears are paid in full, when its restoration to rights shall be declared.

SEC. 7. It shall be the duty of the Treasurer of the Diocese, upon notification of arrears of four months or more to the Pension Fund, to deduct from the amount payable to any clergyman officiating in, or in charge of, any aided Parish; or the missionary in charge of any Mission; or a clergyman connected with any institution or agency, of the Diocese, the unpaid assessments due from such congregation or agency on any stipend payable by such congregation, institution or agency, including any prior year's arrears, and to pay the same to the Church Pension Fund.

### CANON XXX

#### *Examining Chaplains*

In accordance with the Canon of General Convention, Examining Chaplains shall be appointed and confirmed at each annual Convention. Their term of office shall be one year, and until their successors shall have been appointed.

### CANON XXXI

#### *Participating Diocesan Projects Kanuga Conferences*

SECTION 1. The corporate Charter of Kanuga Conferences provides that each of the owning Dioceses shall be represented on the Board of Directors by one Clergyman, one layman, and one laywoman chosen from the Episcopal Churchwomen, and that the Bishop of the Diocese is ex-officio a member of the Board.

SEC. 1(a). That the three elective members of the Board of Directors of Kanuga Conferences from the Diocese of North Carolina shall hold office for the term of three years, and one of whom shall be elected at each annual Convention, except that at the election at the Convention of 1960, the election shall be for three years for the Clergy member, two years for the layman, and one year for the laywoman chosen from the Episcopal Churchwomen.

#### *The Terraces*

SEC. 2. The Conference and Retreat Center located in Southern Pines, known and designated as The Terraces, is owned and maintained by the Diocese of North Carolina as an independent facility for the use

of its committees, agencies, institutions, departments, parishes and missions, as well as other church-related civic and social agencies and organizations. A Board of Directors, composed of nine communicants, shall have supervision of the maintenance, operation, programs, and use of The Terraces and shall report annually to the Convention.

SEC. 2(a). There shall be elected at each Annual Convention, upon nomination by the Bishop, three members of the Board of Directors, to serve for three years. At the 1964 Convention, the Bishop shall also nominate, and the Convention elect, three members to serve for two years, and three members to serve for one year.

## CANON XXXII

### *Committees of the Convention*

SECTION 1. There shall be annually appointed by the Bishop, or in his absence by the Presiding Officer of the Convention, a Committee on Canons and a Committee on the State of the Church, each to consist of three Clergymen and two Laymen; a Committee on Credentials and Elections, and a Committee on New Parishes, each to consist of two Clergymen and three Laymen; and a Committee on the Convention and Dispatch of Business, to consist of two Clergymen and two Laymen, with the Diocesan Bishop and any other Bishops then active in the Diocese and the Secretary of the Diocese serving as ex officio members. All these Committees shall serve until the adjournment of the Convention following the Convention at which they are appointed. There shall be such other committees as may be created from time to time by the Convention itself, or by the Presiding Officer, or as provided in the Rules of Order. The Bishop shall fill vacancies in these committees as they occur.

SEC. 2. *Committee on Canons.*—The Committee on Canons shall receive, consider and present to the Convention all motions or resolutions pertaining to the Constitution, Canons, and Rules of Order, and shall be competent to originate any new matter touching these subjects that it shall deem proper. All proposed amendments to the Constitution, Canons and Rules of Order shall be submitted to the Committee on Canons at least four weeks in advance of the Convention; *Provided*, that this requirement shall not prevent consideration by the Convention of a proposed amendment which was not submitted in advance if the Convention, by a majority vote, waives the requirements of this section.

SEC. 3. *Committee on the State of the Church.*—It shall be the duty of the Committee on the State of the Church to:

(a) Receive and review the annual statistical reports on the strength and condition of the Diocese and the Parishes and Missions therein, and to submit to the delegates to the Convention at least four weeks in advance of the Convention its analysis and recommendations.

(b) Receive and review all suggestions for changing the structure and organization of the Diocese, to keep the structure and organization of the Diocese under continuing study, and to submit to delegates to the Convention at least four weeks in advance of each Convention its recommendations for changes in diocesan structure and organization. All proposals before or during the Convention which shall involve diocesan structure and organization shall be referred to the Committee on the State of the Church for its analysis before being acted upon by the Convention.

(c) Receive, consider and make recommendations to the Convention concerning the programs and objectives which the Diocesan Council, under the provisions of Section 7 of Canon XVI, shall recommend for inclusion in the diocesan budget for the fiscal year next following that in which the Convention meets. The Diocesan Council shall make this planning report available to the Committee on the State of the Church at least four weeks in advance of the Convention.

**SEC. 4. *The Committee on Credentials and Elections.***—It shall be the duty of the Committee on Credentials and Elections to

- (1) review, investigate and make recommendations to the Convention on all matters referred to it in regard to the claims of delegates to seats and votes in the Convention, and
- (2) supervise and conduct all Convention elections and to certify election results to the Presiding Officer and the Secretary. The Committee may, with the consent of the Bishop, appoint as many as six Laymen, who are communicants in good standing in the Diocese, to assist the Committee as tellers.

**SEC. 5. *Committee on New Parishes.***—All applications for the admission of Parishes or Organized Missions into union with the Convention of the Diocese shall be referred to the Committee on New Parishes at least thirty days in advance of the Convention. It shall be the duty of the Committee to ascertain whether such Parishes or Organized Missions conform to the requirements for admission as set forth in Articles III and IX of the Constitution, and Canons XX and XXVII, and to prepare a written report to the Convention stating whether or not each such requirement has been met. Upon the report of the Committee that the requirements have been met, the Parish

or Mission so applying may be received by vote of the Convention and its delegates admitted to seats therein.

**SEC. 6. Committee on the Convention and Dispatch of Business.**—The Bishop or, in his absence, the Presiding Officer of the Convention, shall serve as ex officio chairman of this Committee. He shall convene the Committee well in advance of each Convention to (1) review the agenda for the forthcoming Convention; (2) review the Rules of Order and to recommend to the Committee on Canons at least four weeks in advance of the Convention suggested changes in the Rules of Order; and (3) determine and carry out such steps as are necessary to inform Convention delegates in advance of the Convention on items of business which are to come before the Convention. During the Convention the Committee shall assist the Presiding Officer in furthering the business of the Convention as he, in his discretion, may request. In addition the Presiding Officer shall refer to this Committee without debate all resolutions or motions suggesting orders of the day and all resolutions not properly referable to any other committee. The Committee shall, from time to time during the Convention, (1) suggest special orders for the dispatch and furtherance of Convention business, (2) recommend the disposition of all resolutions referred to it, and (3) recommend the disposition of any unfinished Convention business. A representative of this Committee shall always be entitled to the floor on business pertaining to the Committee. All invitations from a Parish to hold a subsequent Annual Convention in such Parish shall be submitted to the Committee not later than ninety (90) days preceding the date of the Convention which will act upon such invitation, accompanied or supplemented by such information as may be required by the Committee in the form of a questionnaire prepared by said Committee, and the recommendation of such Committee shall be submitted to the Convention for action thereon.

### CANON XXXIII

#### *Registrar and Historiographer*

**SECTION 1.** The Registrar of the Diocese shall be elected annually by the Diocesan Council. The Historiographer shall be nominated by the Bishop and confirmed by the Convention for a three-year term of office. Both offices may be held by the same person.

**SEC. 2.** It shall be the duty of the Registrar to gather and preserve all books, papers, and documents which belong to the Diocese of North Carolina, and not presently being used for some Diocesan pur-

pose, and which are important as historical records of the Diocese of North Carolina. Such materials shall include, but not be restricted to:

(a) All Journals of the Diocesan Convention.

(b) All minute books, official records and reports of every diocesan officer, agency, board or committee operating under the authority of the Diocese or of the Diocesan Council except such records as have been or may hereafter be published in the Journal.

(c) Copies of histories and other documents of historical interest pertaining to every parish and mission in the Diocese, including official registers of any congregation which may cease to be active.

(d) All other documents and records necessary to preserve an accurate history of the Diocese.

The Register shall also maintain a file of journals and official reports from the Executive Council, the General Convention and other Dioceses for the use and information of diocesan officers, agencies, and committees.

The Diocesan Council, with the approval of the Convention, shall make space and facilities available for the custody, classification and safekeeping of all such materials in or near Diocesan Headquarters.

SEC. 3. The Bishop shall appoint an advisory committee composed of three persons with training in, or an interest in, history and the preservation and care of archival materials. The members of this committee shall serve for five-year terms. This committee shall serve as an advisory committee to the Registrar, and it shall from time to time recommend to the Convention rules and regulations concerning

(a) the care, classification and custody of official Diocesan records,

(b) a procedure for selecting those materials no longer needed for current purposes which should be retained permanently and those which may be destroyed, and

(c) the use of such records and materials under the custody of the Registrar for historical research and reference.

SEC. 4. The Historiographer shall assist the Registrar in collecting, preserving and classifying material relating to the history of the Diocese shall from time to time prepare and publish such material concerning the history of the Diocese as may be requested by the Bishop or the Convention, shall encourage parishes and missions to preserve historical material, and shall encourage the preparation of historical writings concerning the Diocese of North Carolina.

## CANON XXXIV

### *Convocations*

SECTION 1. The Diocesan Council may, on the recommendation of the Diocesan Bishop, divide the Diocese into districts to be known as Convocations, and may fix or alter the number and boundaries thereof from time to time. The Council shall coordinate such action with other diocesan organizations divided into districts to the end that the district boundaries of all diocesan organizations shall coincide wth those of Convocatons.

SEC. 2. The Diocesan Bishop shall appoint a Clergyman resident in each Convocation as President of the Convocation, who shall hold office for a term of one year or until his successor is appointed.

SEC. 3. Each Convocation may meet at stated times to participate in public worship, to stimulate Christian fellowship, to encourage Christian scholarship and learning, to develop leadership, and to promote specific programs of work undertaken by the Church in the Diocese. Meetings of a Convocation may be called by the Bishop or by the Convocation President with the consent of the Bishop.

SEC. 4. All clergymen resident or doing duty in any Convocation shall be members of the Convocation, and each parish and mission in the Convocation shall be invited to send lay delegates to every meeting of the Convocation. The number and nature of the lay delegation shall be suggested to such parishes and missions by the Bishop, or by the President of the Convention with the consent of the Bishop, at the time such meeting is called.

## CANON XXXV

### *Deputies to the Synod of the Fourth Province*

SECTION 1. The Deputies to the Synod of the Fourth Province from the Diocese of North Carolina shall be twenty in number, and shall include six presbyters, canonically resident in the Diocese, seven laymen and seven churchwomen, Communicants of the Church and having domicile in the Diocese.

SEC. 2. Of the twenty deputies, the following fourteen Diocesan Officials, by virtue of the office held by them at the time of the Provincial Synod, shall be Deputies to said Synod, to-wit:

- a. President of Episcopal Churchmen
- b. President of Episcopal Churchwomen
- c. The Chairmen of the following Diocesan Departments:

Missions  
Christian Education  
Christian Social Relations  
College Work  
Public Relations or Promotion  
Stewardship or Finance

- d. The six chairmen of the corresponding Departments of the Diocesan Churchwomen.
- e. The remaining six Deputies shall be chosen and designated as provided in Section 3 hereof, in order that each of the six departments referred to in paragraphs "c" and "d" of this Section shall be represented in the Provincial Synod by one clerical deputy, one deputy who is a layman, and one deputy who is a Churchwoman, as provided in Ordinance I, Section C of the Fourth Province.

SEC. 3. The Annual Convention meeting in the years in which the Synod of the Fourth Province meets, shall nominate and elect six presbyters and six laymen. The six persons in each order receiving the highest number of votes, shall be declared elected. The number of votes received by each of the six highest in the Clerical Order, and each of the six highest in the Lay Order, shall be certified to the Ecclesiastical Authority of the Diocese. From these twelve, he shall designate six Deputies to the Synod, selected from the Clerical or Lay Order as may be required, in the order of their election, designating the Diocesan Department to be represented by each in compliance with the provisions of Section 2 (c) of this Canon. The remaining six so elected shall be Alternate Deputies in their respective orders.

SEC. 4. The Vice President of the Episcopal Churchmen, the Vice President of the Episcopal Churchwomen, and the Vice-Chairmen of the six Departments, both Diocesan and Churchwomen, shall be the alternate Deputies, respectively, for such President or Department Chairmen.

SEC. 5. From among said delegation, the Ecclesiastical Authority shall designate six Presbyters, and six lay persons who shall constitute the voting Deputies for this Diocese.

## RULES OF ORDER

I. The Order of Business, at the Annual Convention, or any Special Convention, shall be in the discretion of the Bishop, or the Presiding Officer, subject to the right of the Convention to make any change in the Order of Business prescribed under the authority hereof.

II. Unless otherwise ordered, the Presiding Officer shall appoint all Committees.

III. After the President has taken the chair no member shall continue standing, except to address the Chair.

IV. Speakers shall address the Chair, and shall confine themselves to the point in debate.

V. No motion shall be considered unless seconded, and, if required, reduced to writing.

VI. When the President is putting any question, the members shall continue in their seats, and shall not hold any private discourse.

VII. When a question is under consideration, no motion shall be received, unless to lay upon the table, to postpone to a certain time, to postpone indefinitely, to commit, to amend, or to divide, and motions for any of these purposes shall have precedence in the order herein named. The motions to lay on the table and to adjourn shall always be in order, and shall be decided without debate; and of these the motion to adjourn shall take precedence.

VIII. If the question under debate contains several distinct propositions, the same shall be divided at the request of any member, and a vote taken separately, except that a motion to strike out and insert shall be indivisible.

IX. All amendments shall be considered in the order in which they are moved.

When a proposed amendment is under consideration, a motion to amend the same may be made. No after amendment to such second amendment shall be in order. But when an amendment to an amendment is under consideration, a substitute for the whole matter may be received. No proposition on a subject different from the one under consideration shall be received under color of a substitute.

X. In voting by orders, the names of the delegates from each Parish, shall be called, and each delegate shall vote either "Aye" or "No," and the majority of the votes of the delegates from a Parish shall determine the vote of such Parish. And it shall be the duty of the Secretary to record the names of the voters and the votes which they respectively give. But if the vote be unanimous, it shall suffice to record

the number voting in each order; and unless the vote of a Parish be equally divided, it shall suffice to record the vote of the Parish and that of any dissenting delegate.

XI. A question once decided shall stand as the judgment of the Convention, and shall not be drawn again into debate. A motion to reconsider any vote shall not be in order, except on the same or succeeding day to that on which the vote is taken; *Provided, always*, that a vote or question may be reconsidered at any time by the consent of two-thirds of the Convention.

XII. The reports of all Committees shall be in writing, and shall be received without motion for acceptance, unless recommitted. All reports recommending or requiring any action or expression of opinion by the Convention shall be accompanied by a corresponding resolution.

XIII. All questions of order shall be decided by the Chair without debate, but any member may appeal from such decision. And on such appeal no member shall speak more than once without leave.

XIV. No member shall be absent from the sessions of the Convention without leave, or unless he be unable to attend.

XV. When the Convention is about to rise, every member shall keep his seat until the President leaves the chair.

XVI. On motion duly put and carried, the Convention may resolve itself into a Committee of the Whole, with or without closed doors, for the purpose of discussing such subjects as may be approved by the Convention.

The Bishop may select and announce subjects for discussion: *Provided*, that if the motion to go into a Committee of the Whole has specified the subject to be discussed, that subject shall first be disposed of.

## XVII

(a) Nominations for election by the Convention, unless otherwise provided for, shall be in order on the first day of the Convention upon call of the Presiding officer. Nominations may be made from the floor, or by written nomination, signed by the delegate and filed with the Secretary prior to the adjournment of the afternoon session of the first day. Each such nomination, whether *viva voce*, or by written nomination, shall be accompanied by a brief biography of the nominee on a form to be devised by the Committee on Convention and Dispatch of Business and made available to all Delegates by the Secretary of the Diocese. The information to be included on the biographical form shall be finally determined by the Committee on the Convention and

Dispatch of Business, but shall include at least the following: nominee's name, age, address and home parish, occupation and prior parochial or diocesan offices. Such forms shall be posted immediately following nomination in an area convenient to Convention Delegates by the Committee on Credentials and Elections.

(b) Elections to be made upon nomination of the Bishop, The Episcopal Churchwomen, The Episcopal Laymen of the Diocese, and other Diocesan Organizations, or under suspension of rules, need not be accompanied by such biographical form.

(c) All nominations shall be reported to the Convention by the Secretary in the form of official ballot on which the names of nominees for the designated office shall be printed in alphabetical order, with space opposite each name, and with instructions as to number of nominees to be voted for, and the manner of marking the ballots.

(d) Members of The Standing Committee, Diocesan Council, Deputies and Alternate Deputies to General Convention shall be elected only upon a majority vote of the number of delegates certified and qualified to vote at the Convention. All other elections, unless otherwise provided for, shall be by majority of the votes cast on such ballot.

(e) Nominees receiving a majority vote, as herein defined, on any ballot shall be declared elected. If subsequent ballots be required the nominees to be voted on shall be limited to such number remaining as are twice the number of offices to be filled, who received on the preceding ballot the highest number of votes, exclusive of those declared elected.

(f) After the election of Deputies to the General Convention, Delegates to the Provincial Synod, or delegates to other meetings, the alternates for such Deputies or Delegates shall in like manner be elected from among those already nominated for Deputies or Delegates.









